

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-164**

**SUBJECT:  
Administrative Assistant, FSN-07**

**DATE: 10/16/2011**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

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**POSITION:** Administrative Assistant, FSN-07; FP-7\*

**OPENING DATE:** October 16, 2011

**CLOSING DATE:** **October 30, 2011**

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 33,809 USD p.a. (Gross salary)  
(Position Grade: FSN-07)

\*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)  
(Position Grade: FP-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Administrative Assistant** in the General Services Office, Contracting and Procurement Sections.

**BASIC FUNCTION OF THE POSITION:**

Incumbent serves as Administrative Assistant for the Contracting/Procurement Unit (C&P) and Contracting Officer's representative (COR). First level of contact with all customers. Responsible for interpreting need and forwarding requests to the appropriate party. Performs administrative duties for the Contracting and Procurement Unit and COR of the General Services Office. Provides assistance in contract administration, initiates completion of related documents and close out of contracts in accordance with Federal and Department of State Regulations. Responsible for the submission of various reports required by Post and Washington in accordance with established guidelines and procedures and the maintenance of C&P and COR databases and GSO internet/SharePoint intranet homepage. Perform other related duties as assigned by the supervisor.

## **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Minimum two years of college education is required.
2. **PRIOR WORK EXPERIENCE:** Minimum two years of general administrative experience is required.
3. **LANGUAGE PROFICIENCY:** Level IV (Fluent) Reading/Writing/Speaking English is required. **(English Language will be tested).**
4. **KNOWLEDGE:** Good working knowledge of office procedures and administrative functions is required. Must have good understanding of procurement regulations, instructions and contracting procedures and practices. Must have good knowledge of local market practices and of the capability of local suppliers. Must understand local pricing and customs practices. Must have a good knowledge of computer (MS Office suite) with good typing speed. Must have thorough knowledge of standard acquisition regulations
5. **ABILITIES & SKILLS:** Must possess analytical ability; be respectful and able to work quickly and accurately under pressure. Must have the ability to interpret regulations and procedures and apply good judgment in contract close out.

## **SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadJobs@state.gov](mailto:BaghdadJobs@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

**E-mails received without the appropriate subject line will not be considered.**

**Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: VA 11-164, Administrative Assistant**

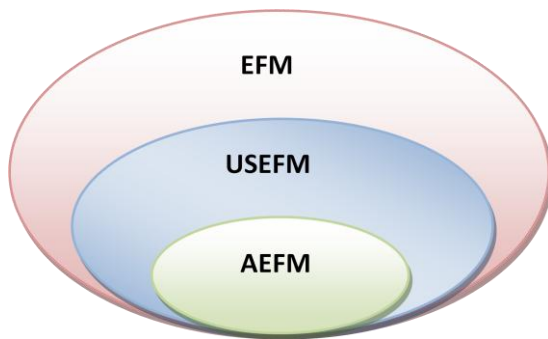
**CLOSING DATE FOR THIS POSITION: OCTOBER 30, 2011**

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JMB  
Cleared : GSO/WJW  
Drafted : HRA/MA

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# Vacancy Announcement

U.S. Embassy, Iraq



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## General Office Support: 40% Time

- a) Perform administrative and secretarial functions for the Contracting and Procurement Unit and COR GSO. Serve as the focal point of inquiries regarding status of requests and other information related to services provided by the section.
- b) Receive, sort and distribute incoming correspondence, procurement and contracting documents and determine actions required based on the types of documents received, prior to the signature of the Contracting Officer (CO) and/or COR. Transmit and/or assist in the transmission of COR, procurement and contract documents in compliance with instructions and required documentation.
- c) Monitors changes, downloads electronic files, and updates copies ensuring files on acquisition regulations are maintained in accordance with instructions from the Office of Procurement Executive (OPE) and established office procedures.
- d) Plan, schedule and/or coordinate conferences, meetings or appointments for the COR and C&P unit to include site visits, solicitation pre-proposal conferences, post-award conferences, projects' status meetings, resolutions to performance issues and for workshops and outreach programs.
- e) Receive and screen incoming visitors and telephone calls, and when appropriate, provide answers or refers the calls to other staff members of the C&P or within the General Services Office.
- f) Greets visitors to the office and directs them to the appropriate person. Makes logistical arrangements for the Contracting Officer's and COR's meetings. Provides status and/or information keeping in mind the restrictions under the Procurement Integrity Act.
- g) Take minutes of meetings or conferences and transcribes them for distribution to respective attendees ensuring correctness, and minutes of solicitation pre-proposal and post-award conferences as well as the discussions on contractor's performance issues conform to contract language and standards.
- h) Composes correspondence, notices, invitations to official functions and workshops, letters, memoranda and telegrams from oral instructions or in response to written requests in conformance with established standard operating procedures.
- i) Maintain C&P's administrative incoming and outgoing files to include subject files in accordance with established office procedures and the guidelines on disposition of records.

## Specific COR/C&P duties: 30 % Time

- a) Responsible for the preparation and submission of various reports, such as the future monthly ICASS-Performance Reports, ICASS Workload Count on a frequency determined by the FMC that is used in determining ICASS Charges, State Federal Procurement Data utilizing an electronic reporting system on a quarterly basis to the office of the Procurement Executive in Washington. Initiate, in a timely fashion, follow up actions for data required in the report submission to ensure compliance with reporting lead-time.

- b) Clarify and/or provides guidelines and instructions to C&P staff and Ordering Offices in the completion of the required forms and appropriate codes for each transaction to be reported under the Individual Contract Action Report Form. Independently communicates and/or resolves issues concerning the reports with the State/Federal Procurement Data Systems Manager.
- c) Provide assistance in contract administration in adherence and compliance to the Federal and Department of State Acquisitions Regulations. Perform audits of payments, reviews invoices against contract amounts and reconciles disbursements against obligated amounts for appropriate contract modification Responsibilities include:
  - 1. Review contracts that have ended and initiates close out procedures. Coordinate contract close out documentation with the designated COR and contractors. Review completed close out documentation, to include, but not limited to the COR's certification on final billings and return of U.S Government Furnished Materials and Equipment including badges, submission of applicable warranties and as-built drawings for construction and related repair/renovation services contracts and completion of Contractor's Performance Evaluation using the corresponding forms, such as the DS-1771 for services, SF-1420 for construction and SF-1421 for Architectural and Engineering Services, and Contractor's Release Certificate. Coordinate appropriate correction, if any.
  - 2. Prepare contract modification associated with the close out of contracts using Standard Form (SF)30, in conformance with the regulations, coordinates de-obligation of remaining funds, and obtains the appropriate signatures, from FMC, contractor (for bilateral modification) and Contracting Officer.
- d) Maintain C&P's internet/SharePoint intranet homepage. Coordinates updates and/or corrections with Post's Systems Manager.
- e) Maintain the hard and/or electronic file copies of Federal Acquisition Regulations, Department of State Acquisition Regulations, Overseas Contracting (AKA "Cookbook") and Simplified Acquisition Guidebook, Procurement Information Bulletins and Directives, ICASS Supported Agencies regulations and Manuals, State Federal Procurement Database Guidelines and other Procurement Books containing instructions and changes in policies and procedures in telegram forms, memoranda and electronic messages.
- f) Assist the purchase card applicant with the training/application requirements and coordinate with the Key program Administrator in Washington. Maintain the purchase card file of all Embassy/State-wide Purchase Card Holders, Approving Officers and Program Coordinator.

Support to COR and Contracting Officer 30 % Time

- a) Work with COR and Contracting Officer to organize C&P outreach programs, Vendors and BPA Conferences, Year-end Procurement Planning (matrix), C&P offsite and workshops promoting customer service. Plan and organize materials, arrange venues and coordinate with participants from ICASS-supported agencies and other companies. Provide assistance in the preparation of materials for the training and workshops, to include Power Point slides and certificates.
- b) Maintain the COR's calendar of appointments.
- c) Distribute the COR's outgoing correspondence and documentation to the respective staff for action.
- d) Other general related duties not yet defined.